



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Rehabilitation Services for the Blind

Division: Family Support Division

Sub-Section: Prevention of Blindness

TITLE: Prevention of Blindness Case Files

CUTOFF: EOIFY in which case closed

DESCRIPTION: Series Description: Records of services provided to the visually impaired to help prevent blindness through early diagnosis and treatment. Records include, but are not limited to application and eligibility statements, authorizations to medical providers, doctor's medical reports and documentation of procedures, invoices and payment requests (warrants) to vendors, copies of correspondence, summarized fiscal data and eye screenings performed by Prevention of Blindness or RSB (Rehabilitation Services for the Blind) caseworkers, and the resident ophthalmologists under contract with POB. Records created pursuant to Section 209.010 RSMo. and kept per the Health Insurance Portability and Accountability Act (HIPAA).

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8806

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016